



## Agriculture Nutrient Management Program Direct Pay Guidance: Farmer Consent Form, Plan, and Invoice Submission Timelines



### Farmer Consent Form Submission:

1. Forms must be submitted to [vanmplnr@dcr.virginia.gov](mailto:vanmplnr@dcr.virginia.gov) within **10 days** of signature by the farmer.
  - a. You will receive an email that your submission has been accepted, and funds have been allocated to pay for the plan.
  - b. If the farmer signature is dated more than 10 days past submission it will be returned and requested to be resubmitted.

### Plan Submission:

1. Completed plans are expected to be submitted within **45 days**.
  - a. If the plan will not be submitted within 45-days, contact [vanmplnr@dcr.virginia.gov](mailto:vanmplnr@dcr.virginia.gov). If contact is not made, funding can be withdrawn, and you will need to resubmit an updated Farmer Consent form to request funding.
    - i. Plans that are submitted to the Animal Waste Coordinator for review due to permitting that are also in the Direct Pay Program must be cc'd to [vanmplnr@dcr.virginia.gov](mailto:vanmplnr@dcr.virginia.gov) as well.
2. Completed first year plans **cannot** have recommendations outside of **one (1) previous cropping season**.
  - a. Example: A plan submitted January 1, 2025 cannot have recommendations beyond October 1, 2024.
3. Completed plans for year 2 and year 3 contracts are expected to be **submitted within the same season as previous years**.
  - a. Example: if the year 1 plan was submitted in March year 2 and year 3 updates are expected approximately January- March of the subsequent years.
  - b. If you are unable to meet this timeframe, contact [vanmplnr@dcr.virginia.gov](mailto:vanmplnr@dcr.virginia.gov). If contact is not made, funding can be withdrawn, and you will need to resubmit an updated Farmer Consent form and an updated plan to request funding.

### Invoice Submission:

1. Invoices must be submitted within **60 days** of receipt of plan approval.
  - a. Contracts will be cancelled after failing to receive an invoice in that timeframe.

*All other guidance for participation in the Direct Pay program remains valid. These documents can be found under the "Forms" tab of the Direct Pay Website.*

*Contacts for the Direct Pay program can be found under the "Contacts" tab at DCR's Direct Pay website: <https://www.dcr.virginia.gov/soil-and-water/nmdirectpay>.*